



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

August 5, 2010

**MEMORANDUM**

**To:** Local and Intermediate School District Superintendents  
Public School Academy Administrators

**From:** Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

**Subject:** Changes in Reporting Data for Michigan School for the Deaf Students

The purpose of this memorandum is to explain new procedures for reporting special education data for students attending the Michigan School for the Deaf (*MSD*). To date, the *MSD* has sent data on *MSD* students to resident Intermediate School Districts (ISDs) for submission to the Michigan Student Data System (MSDS). To expedite this reporting, *MSD* personnel will now upload data directly into the MSDS. Please note that because state statute requires pupil funding for *MSD* students be paid to the resident ISD, the ISD will continue to be reported as the operating district for *MSD* students.

The following process details how *MSD* staff will upload *MSD* student data.

1. The Center for Educational Performance and Information (CEPI) and the Michigan Department of Education have established an *MSD* authorized user, with state user rights to submit (i.e., upload and correct) *MSD* data directly into the MSDS.
2. The *MSD* authorized user will upload data into the MSDS, identifying each resident ISD as the Submitting Entity to ensure that the correct student record is included in each ISD's data staging area.
3. The *MSD* authorized user will enter each staging area and filter on the *MSD* school code. The user will then resolve student records.
4. The *MSD* authorized user provides notification to each ISD that its student records were submitted in the MSDS for the ISD.

For all the MSDS general collections (i.e., Fall, Spring, End-of-Year) and the Special Education Child Count collection, known as the third Wednesday in November ("3Win") count, the deadline for *MSD* personnel to complete the data submission will be the **fifth Wednesday** in the collection period, or no later than two weeks **before** the certification deadline.

**STATE BOARD OF EDUCATION**

KATHLEEN N. STRAUS – PRESIDENT • JOHN C. AUSTIN – VICE PRESIDENT  
CAROLYN L. CURTIN – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER  
NANCY DANHOF – NASBE DELEGATE • ELIZABETH W. BAUER  
REGINALD M. TURNER • CASANDRA E. ULBRICH

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
www.michigan.gov/mde • (517) 373-3324

Memorandum  
Page 2  
August 5, 2010

The following process details how ISD personnel will certify their data.

1. After the *MSD* authorized user confirms to ISD personnel that all student records are error-free, the ISD will verify the number of *MSD* records.
2. For Fall and Spring General Collections, the ISD will verify the Full Time Equivalent (FTE) data in the *MSD* records.
3. For the Special Education Child Count collection ("3Win"), the ISD will verify all data submitted in the student record by examining the data and related reports. If any errors and/or omissions are found, the ISD will correct the data.
4. The ISD will certify its submission, including the *MSD* student records.

The following clarifies the auditing process that will be used for *MSD* student data.

1. Each resident ISD will perform its own desk audit procedure using the MSDS certified reports. The ISD will report the desk audits the same way that it reports LEA and PSA building desk audits.
2. *MSD* staff will provide alpha rosters and attendance data to Genesee ISD as needed for the pupil accounting field audit.
3. Genesee ISD will field audit the *MSD* every two years and provide the audit results to each resident ISD. The field audit rotation will begin with the Fall 2010 submission.
4. Each resident ISD will include *MSD* audit information now changing to the DS4061 and DS4120 forms and the Audit Narrative.

Thank you for your continued commitment to providing accurate and complete data for students with disabilities. If you have any questions or concerns, please contact Darren Warner at 517-241-0786 or [warnerd@michigan.gov](mailto:warnerd@michigan.gov).

c: William Mayes, MASA  
David Martell, MSBO  
Dan Quisenberry, MAPSA  
Billie Wimmer, MCCSA  
Kathy Hayes, MASB